

Records & Archives Mgt Committee

Minutes

January 4, 2008

1:00 pm

J.V. Fletcher Library

Mary Atwood Room

Minutes

**Committee Members Present:** Kaari Tari, Ginny Moore, Jane Hinckley, Sandy Martinez, Ellen Harde, Bob Oliphant

**Visit to Sudbury Archives**

- Goodnow Library Director Bill Talentino has asked for questions to help focus discussion of the archives
  - Who did the work?
  - Was a formal plan created at the inception of the project?
  - Do you have a plan? Can we get a copy?
  - How was the information transcribed from original handwritten documents?
  - How are the documents indexed/scanned?
  - How was the project funded? What funding sources would you recommend?
  - Who was grant administrator?
- Members would like to view the archives and will ask to meet with Mr. Talentino in Sudbury on January 25<sup>th</sup>.
- Westford's transcription project could begin with the first two volumes of early town records.
- Kaari will confirm the date and location.

**Volunteer projects**

Selectman Nancy Rosinski has asked for a description of volunteer opportunities to be posted on the web. Possible projects include:

- Quality control of microfilm and -fiche. Approximately 20 rolls of microfilm and 40 sheets of microfiche need to be spot-checked for quality as some of the original material seems to be too tightly bound to produce a good quality microfilm.
  - Ellen will estimate the duration of this project by taking a "spin" through one of the microfilms.
- Town Archives indexing project: beginning with the planning and zoning applications and decisions, all town permanent documents need to be indexed in preparation for scanning and microfilming. This work would be done in pairs.

### **Town Hall Records**

Currently all staff and high density files have been evacuated from Town Hall because some beams have been found to be failing. There is concern as to the future use of Town Hall and the location of active and inactive departmental records.

- Kaari will draft a letter to Selectmen for members to review asking for a plan (or that they take a position?) and cautioning that temporary and permanent space for town departments include space for active records pursuant to MGL Ch. 66, Sec. 11 and 12.
- Kaari will request from the Finance Committee a transfer from reserve funds for the purpose of storing town archives off-site at 515 Groton Road.

The meeting ended at 2:00pm.